



# APM Project Fundamentals Qualification [PFQ]

## Course details

Duration: 12 hours  
Language: English

## Price

RICS Member: £200 + VAT  
Non-RICS Member: £249 + VAT  
Accreditation Exam: £192 + VAT

## Course summary

Organisations across all sectors and industries use project management to speed up innovation and effectively manage change. It is one of the fastest growing professions and a fundamental skill of any successful career. Accredited by the Association for Project Management [APM], the Project Fundamentals Qualification course provides the foundation for expanding your knowledge in the project management field, and leads to the internationally recognised qualification.

Learn the language of project management and develop your career with this formal accreditation and demonstrate the key principles and practices of international Project Management standards.

## Who is this course for?

This course is for those with little or no project management experience looking to start a successful project management career, or those who wish to understand the underlying principles of project management excellence. If you are starting out in construction project management, these key technical skills are essential in good project management techniques.

## Learning outcomes

- Define project management and the operating environment
- Analyse the project lifecycle
- Identify the management structure by which projects operate
- Recognise what is meant by project scope management
- Schedule and apply resource management
- Practice risk management and issue management
- Determine project quality management
- Structure communication in the project environment
- Outline essential principles of leadership and teamwork

## Course contents

### Part 1: Course Introduction

- Course objectives
- Conventions/Terminologies
- Professional Qualifications

### Part 2: Basic Concepts

- What is a Project?
- Projects vs Operations
- Project Lifecycles

### Part 3: The Project Management Centre

- Projects, Programmes & Portfolios
- The Project Environment [PESTLE]
- The Business Case
- PM Processes
- Project Success Criteria

### Part 4: Organising a Project

- The Project Sponsor/Board
- The Project Manager
- Project Assurance/Support
- Project Teams

### Part 5: Planning a Project

- The Project Management Plan
- The PID/SoW
- Product-Based Planning
- Activity-Based Planning
- Baselining

### Part 6: Scheduling a Project

- Networks
- Float
- Critical Path Analysis
- Milestones

### Part 7: Estimating

- Top Down/Bottom Up
- Delphi Technique
- Factoring
- Work Distribution
- Effort vs Duration (Weinburg's Rule)

## Part 8: Management areas

- Resources
  - Resource Types
  - S-Curves
  - Resource Histograms
  - Resource Scheduling
- Controlling a Project
  - Stages & Tolerance
  - Earned Value
  - Forecasting
  - Computer Based Tools
- Scope
  - Scope Planning / Definition
  - Scope Verification
  - Scope Change Control
- Communications
  - Authorities
  - Decision Making
  - Reporting
  - Project Issues
- Risk
  - Investment Appraisal
  - Risk Identification/Analysis
  - Response Development/Control
- Quality
  - Quality Management
  - Quality System
  - Quality Assurance
  - Quality Control
  - Customer Quality Expectations
- Change
  - Change Management
  - Change Control
  - Configuration Management
- Procurement
  - Procurement & Contract Management
- People
  - Teamwork
  - Conflict Management
  - Health, Safety and Environmental Management

## Part 9: Closing down a Project

- Handover
- Follow-On Actions
- Post-Project Review
- Lessons Learned
- Project Filing

## Part 10: Approach to the Exam

- Exam technique
- Exam simulator

## End of Course Assessment

On completing all parts of the course, you will receive an RICS Certificate of Completion.

If you are purchasing the course with the formal qualification exam, the exam will be available via the APM Group. On passing this exam you will receive the formal APM Project Fundamentals Qualification [PFQ] - [SCQF Level 6]. The format of the exam is 60 multiple choice questions and the duration is 60 minutes.